#### Memorandum

Date:

April 13, 2009

To:

Northern Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Ukiah Area

File No.:

150.9767.12222

Subject:

CHAPTER 17, OFFICER SAFETY INSPECTION-ACTION ITEM

The Ukiah Area has completed updating the OTS system with all training, required monthly shoots, and policy review. Area will enter future weapons inspections, training, and policy review as they are completed. Those officers with expired body armor will be replaced as soon as it becomes available from Supply Services. In addition, all Area patrol vehicles have been equipped with the proper amount of saline solution. By completing these action items, the Ukiah Area has met the guidelines from the Chapter 17, Officer Safety Inspection, which was completed on February 23, 2009.

Should you have any questions, please contact Sergeant David Tafel at (707) 467-4040.

R. C. MADRIGAL, Captain

Commander

State of California

Business, Transportation and Housing Agency

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Should you have any questions, please contact Sergeant David Tafel at (707) 467-4040.

R. C. MADRIGAL, Captain

Commander

#### Memorandum

Date:

March 24, 2009

To:

Ukiah Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Northern Division

File No.:

101.11292.17197.150

Subject:

HIGHWAY PATROL GUIDE (HPG) 22.1, AREA RESOURCES MANAGEMENT

GUIDE, CHAPTER 17, OFFICER SAFETY INSPECTION

Attached you will find a copy of the HPG 22.1, Chapter 17, Officer Safety Inspection, report prepared by Officer Ryan Ham, Northern Division Training Officer, on February 23, 2009. The inspection revealed deficiencies that require correction. These deficiencies are identified as Action Items. The action items should be corrected no later than April 24, 2009. Upon completion, Area is requested to prepare a memorandum to Northern Division certifying that the action items were corrected. Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at (530) 225-2715.

S. B. BELL

Assistant Chief

Attachments

Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 17 OFFICER SAFETY		Area Division Number Ukiah Northern 150				12
***************************************		E	valuated By Ofc. H	am	Date 2/23/	09
INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.						
Type of Evaluation ⊠Formal			Suspense Date 04/24/2009			
Follow-up Required	☑ Correction Repo	rt				
⊠Yes □No	by	_	Commander's	Review	Date	
1. COMMAND INVOLVEMENT			valuated ☑	Action Required	Corrected	
<ul> <li>a. Does the command achieve the lowest pos</li> </ul>					⊠Yes	□No
(1) Does the commander stress importance of proper enforcement tactics, including use of force?					⊠Yes	□No
(2) Does the safety r	ecord of the comman	ıd re	eflect awareness	of proper tactics?	⊠Yes	□No
(3) Do the officers' C	HP 100 forms and Cl	HP	118s, Performar	ice Appraisals,		

CHP 453S (Rev 1-96)

been recorded for:

(b) Handcuffing?

contain comments on officer safety?

officers and sergeants?

2. TRAINING AND CERTIFICATION

(a) Searching techniques?

b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, use of force and the correct use of safety equipment?

(1) Is this knowledge applied properly in critiques of incidents involving

(b) If they are not involved in officer safety, what are the reasons?

a. Do training records indicate formal training has been received and certified?

(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications

(a) Do they attend officer safety training sessions?

(2) Do the captain and lieutenants maintain minimum level of enforcement skills?

Evaluated

 $\boxtimes$ 

Action

Required 🖂

□No

□No

⊠Yes

⊠Yes

⊠Yes

⊠Yes

⊠Yes

⊠Yes

Corrected

Yes

⊠Yes

⊠Yes

□No

□No

□No

□No

□No

□No

⊠No

(c) Use of safety equipment?	⊠Yes	□No
(d) Suspect control?	⊠Yes	□No
(e) High risk and felony stops?	⊠Yes	□No
(f) Hostage control?	⊠Yes	□No
(g) Prisoner transportation?	⊠Yes	□No
(h) Radio control head operation?	⊠Yes	□No
(2) Is the command dedicating enough time toward training?	⊠Yes	□No
(a) Do training records show current certifications for officers and sergeants?	∐Yes	⊠No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	⊠Yes	□No
b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	⊠Yes	□No
(1) Are well-handled incidents recorded for future training purposes?	⊠Yes	□No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	⊠Yes	□No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	⊠Yes	□No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	⊠Yes	□No
c. Is refresher training required prior to certification?	⊠Yes	□No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	⊠Yes	□No
(a) Is any pattern of training weakness apparent?	∐Yes	⊠No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	⊠Yes	□No
d. Does the command have an adequate number of instructors?	⊠Yes	□No
(1) Is instructor proficiency maintained?	⊠Yes	□No
(2) Has an individual been given responsibility for the program?	⊠Yes	□No
(a) Does that individual ensure the quality and proficiency is maintained?	⊠Yes	□No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	⊠Yes	□No
(4) What is the quality and quantity of the training being given?		
		1
(5) Have the supervisor and his/her alternate received proper training?	⊠Yes	□No

3. SAFETY EQUIPMENT		Evaluated	Action Required	Corrected	
a. Is Oleoresin Capsicum (OC) spray (personnel, captain and below, while on			by all uniformed	⊠Yes	□No
(1) Is OC spray used when the need sheets when OC spray is utilized to s			ations made on booki	ing ⊠Yes	□No
(2) When an officer is assaulted and noting the use/nonuse of OC spray o			he supervisors	⊠Yes	□No
(3) Are individuals who are exposed flushing the affected area with clear was a second control of the control o				⊠Yes	□No
(a) Do Area patrol cars carry at lea	as	two 500 mil. bottles	s of saline solution?	□Yes	⊠No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?					□No
b. Are officers/sergeants familiar with the	the	function of their du	ty holsters?	⊠Yes	□No
(1) Can officers/sergeants draw and looking at the holster, fasten the safe				⊠Yes	□No
(2) Can officers and sergeants draw, within one and a half seconds, using			eir weapons	⊠Yes	□No
(3) Is there personal confirmation by are unloaded prior to holster-related			all weapons	⊠Yes	□No
c. Are officers/sergeants proficient in reand sitting position?	elc	pading their weapon	s from a standing	⊠Yes	□No
d. Do officers/sergeants routinely pract	tic	e with their batons?		⊠Yes	□No
(1) Do officers/sergeants carry their t	ba	tons on all enforcen	nent stops?	⊠Yes	□No
(2) Can officers/sergeants successfu	ılly	demonstrate appro	ved baton techniques	s? ⊠Yes	□No
e. Does the majority of uniformed person	on	nel routinely wear b	ody armor?	⊠Yes	□No
(1) Have active steps been taken to e of the protection afforded by soft bod			o take advantage	∐Yes	□No
(2) Were required reports submitted to for any incidents where body armor vegetating type instrument? N/A				∐Yes	□No
(a) If so, did the involved officer re-	ece	ive a complete phy	sical examination?	∐Yes	□No
f. Are holsters, ammunition, magazines case and OC spray projectors inspected appraisal?				ce ⊠Yes	□No
(1) Do CHP 311 forms indicate comp	olia	ance?		⊠Yes	□No
(2) Were deficiencies corrected within	in :	30 days of the inspe	ection?	⊠Yes	□No
CHP 453S (Rev 1-96)					Page 3

4. FIREARMS		Evaluated		Action Required	C	orrected	
a. Quarterly review of policy on discl	nar	ge of firearms compl	lie	d with?		⊠Yes	□No
(1) Do officers thoroughly understa	ınc	the policy?				⊠Yes	□No
(a) Do incidents involving firearr	ns	show proper underst	ta	nding of the policy?		⊠Yes	□No
b. Are shoots conducted as required	by	policy?				⊠Yes	□No
(1) Have steps been taken to corre	ct	training deficiencies?	?			⊠Yes	□No
(2) Are weapons training and main	ter	nance records readily	y a	available? Current?	)	□Yes	⊠No
(3) Do training records show qualification with all authorized weapons, ammunition types, day/night shoots, etc.?						⊠Yes	□No
c. Does the Area have a weapons tra	c. Does the Area have a weapons training officer?						□No
(1) Has the officer completed training for weapons training officers?						⊠Yes	□No
(2) Does the officer supervise all shoots?						⊠Yes	□No
(3) Is the officer well-organized in his/her training?						⊠Yes	□No
(4) Is there a designated alternate to the weapons training officer?						⊠Yes	□No
(a) Has that officer received Academy training?					⊠Yes	□No	
d. Are range facilities adequate for revolver, pistol, rifle, shotgun and night shoots?					⊠Yes	□No	
(1) If not, has alternate training been obtain adequate facilities?	en	established and plan	าร	developed to		∐Yes	□No
(a) Do plans follow instructions f	or	range contract reneg	go	tiations?		∐Yes	□No
(b) Have future range needs bee	en	considered?				∐Yes	□No
e. Is an effective inventory process f	or :	shotguns, rifles and a	an	nmunition in place?		⊠Yes	□No
(1) Have shotguns been inventorie	d a	s required?				⊠Yes	□No
(a) Are all shotguns accounted f	or?	)				⊠Yes	□No
(b) Is maintenance/cleaning don	e a	as required?				⊠Yes	□No
(c) Are shotguns fired annually t	0 6	nsure operable cond	dit	ion?		⊠Yes	□No
(2) Have tactical rifles been invento	огіє	ed as required?				⊠Yes	□No
(a) Are all tactical rifles accounted	ed	for?				⊠Yes	□No
(b) Is maintenance/cleaning don	e a	as required?				⊠Yes	□No
(c) Is ammunition only issued at	th	e range?			ro-us	⊠Yes	□No
(d) Is there adequate storage will by on-duty officers?	ner	the weapons are no	ot	being carried		⊠Yes	□No
(e) Is there an effective method	for	daily assignment an	nd	control?		⊠Yes	□No
			1.1				

	(3) Is there a procedure in place to periodically audit ammunition? Are		
-	the following steps in the audit process taken?	⊠Yes	□No
-	(a) Beginning inventory determined?	⊠Yes	□No
_	(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	⊠Yes	□No
-	(c) Has the total rounds issued per ammunition records been determined?	⊠Yes	□No
	(d) Has a physical inventory of ammunition been taken?	⊠Yes	□No
-	(e) Has the physical count been compared to the balance on hand according to the inventory record?	⊠Yes	□No
	(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	⊠Yes	□No
	(g) Has the mathematical accuracy of the inventory records been tested?	⊠Yes	□No
_	(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	⊠Yes	□No
,	f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	⊠Yes	□No
	(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	⊠Yes	□No
-	g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	⊠Yes	□No
	(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	⊠Yes	□No
	(2) Do training dates correspond to the activity information on the employee's CHP 415?	⊠Yes	□No
	(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	⊠Yes	□No
	(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	⊠Yes	□No
	(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	⊠Yes	□No
	(5) Are records kept undated as training takes place?	⊠Yes	□No
	(6) Is training recorded on the employee's CHP 270?	⊠Yes	□No
	(7) Is required information recorded in accordance with established guidelines and instructions?	⊠Yes	□No
	(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	⊠Yes	□No

h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?    ☑Yes [				
(1) Is a similar procedure in place wh training information is not involved wi			s ⊠Yes	□No
(2) Is access to the ammunition stora the ammunition officer and superviso			⊠Yes	□No
<ul><li>i. If Area has a resident post (RP), wha training of RP officers?</li></ul>	t procedures are use	d to ensure weapons	⊠Yes	□No
(1) If RP handles ammunition, are pr	oper accountability p	rocedures in place?	⊠Yes	□No
j. Are required inspections conducted in	⊠Yes	□No		
(1) Is a second inspection of the primary firearm conducted every six months?				□No
5. PHYSICAL METHODS OF ARREST	Evaluated	Action Required	Corrected	
a. Do officers practice weaponless defe	ense?		⊠Yes	□No
(1) Are officers familiar with the oppo	nent's five weakest p	oints?	`⊠Yes	□No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?				□No
b. Were demonstrations of the following control techniques by officers observed:				
(1) Control holds?				□No
(2) Punches?				□No
(3) Strikes?				□No
(4) Blocks?			⊠Yes	□No
(5) Defensive kicks?			⊠Yes	□No
(6) Defenses against grabs?			⊠Yes	□No
(7) Defenses against weapons?			⊠Yes	□No
(8) Ground defense and takedowns?			⊠Yes	□No
(9) Placing and removing suspects in	to and from vehicles?	>	⊠Yes	□No
(10) Carotid hold? Note: The use of t	he Carotid hold is c	urrently suspende	d. □Yes	□No
(a) Are officers following guidelines	for the carotid hold	as listed in policy?	∐Yes	□No
(b) Has use of excessive force awa	areness training been	conducted?	⊠Yes	□No
c. Were observations of practical hand	cuffing techniques ma	ade?	⊠Yes	□No
(1) Can officers successfully apply has standing, kneeling, prone or uncoope		who is	⊠Yes	□No
(2) Are all uniformed personnel know	ledgeable of policy or	n handcuffing?	⊠Yes	□No
CHP 453S (Rev 1-96)	William Control of the Control of th			Page 6

d. Are all persons subjected to physical	⊠Yes	□No		
(1) Has the local jail's experience with	CHP arrests been re	eviewed?	⊠Yes	□No
(2) Has a demonstration of preliminar	y frisks and searches	been observed?	⊠Yes	□No
(3) Do all officers know policy for sear	ches of the opposite	sex?	⊠Yes	□No
6. ENFORCEMENT TACTICS	Evaluated	Action Required	Corrected	
Do sergeants and officers have know be followed during each of the five levels			⊠Yes	□No
b. Do officers have a constant awarenes     enforcement stops and when apprehend	⊠Yes	□No		
(1) Were demonstrations of an enforce officers' ability to safely control the situ of the level of hazard presented?	∏Yes	□No		
(a) Is the violator stop effectively ma	ade?		☐Yes	□No
(b) Is the violator completely contro			□Yes	□No
	<del></del>			
(c) Is the prisoner properly prepared	∐Yes			
c. Is there evidence of preplanning and to prepare beat officers for hostage situation.	⊠Yes	□No		
(1) Do officers understand their role is incident until relieved by the authority	⊠Yes	□No		
(2) Are officers aware of the need to n	naintain fire discipline	e at all times?	⊠Yes	□No
(3) Are officers knowledgeable of their potential witnesses, control ingress ar evacuate the area if required and reno	nd egress to the scer	ne,	⊠Yes	□No
(4) Were various officers and supervis		etermine their	⊠Yes	□No
7. PURSUITS	Evaluated	Action Required	Corrected	
a. Are all uniformed personnel well-vers conduct of pursuits?	ed in policy regardin	g the	⊠Yes	□No
(1) Number of units?	⊠Yes	□No		
(2) When to discontinue?	⊠Yes	□No		
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?				□No
(a) Where noncompliance is indicat	⊠Yes	□No		
b. Does the Area have written guideline with allied agencies during pursuits?	s or plans to ensure	proper coordination	⊠Yes	□No
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(1) Are any written agreements on file	?		⊠Yes	□No
(2) Is Division involved in the planning	process?		⊠Yes	□No
(3) Does the Area have and use a pur specific needs of the command?	rsuit training guide ta	ilored to the	⊠Yes	□No
8. FORCIBLE STOPS	Evaluated	Action Required	Corrected	
a. Are Area personnel knowledgeable re	egarding the policy o	n forcible stops?	⊠Yes	□No
(1) Does the Area follow departmenta	l policy?		⊠Yes	□No
(2) Have forcible stop reports been reviewed for compliance with policy?				□No
(a) If forcible stop policy has not be action been taken or training condu	∐Yes	□No		
9. ROADBLOCKS	Evaluated	Action Required	Corrected	
a. Has the Area worked with allied agencies to develop plans for establishing roadblocks and deployment of the hollow spike strip?    ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐				
(1) Are strategic points and personne	⊠Yes	□No		
(2) Have the officers received instructions on establishing roadblocks?				□No
(3) Have interagency training sessions been conducted?				⊠No
10. RADIO FAMILIARIZATION	Evaluated	Action Required	Corrected	
a. Are officers familiar with all aspects of	of the radio control he	ead?	⊠Yes	□No
<ul><li>b. Can officers demonstrate how to cha to another Area/Division?</li></ul>	nge the radio from th	neir home Area	⊠Yes	□No
c. Can officers efficiently operate all em	ergency equipment t	rom the radio head?	⊠Yes	□No
11. COMMENTS Section 6 b (1) a, b, an not actually observed during this inspection		sergeant ride-a-long:	s. This section	on was
×				
· · · · · · · · · · · · · · · · · · ·	2-T057573001-1			
	-)-(3			

UKIAH AREA CHAPTER 17, OFFICER SAFETY INSPECTION FEBRUARY 23, 2009 PAGE ONE

#### 1. COMMAND INVOLVEMENT

Through a discussion with Sergeant Paredes, it was determined that Ukiah Area has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains a few recommendations to enhance the quality of these programs.

#### 2. TRAINING AND CERTIFICATIONS

Is the Area's Training Sergeant and is responsible for overseeing the Area's training program. He is responsible for entering all of the training into the Employee Training Records System (ETRS). Area CHP 270, Service Record, records were reviewed in ETRS. All CHP 311 inspections were current. It was determined that not all quarterly training and monthly range shoots had been entered into ETRS as required.

#### 3. SAFETY EQUIPMENT

The two uniformed personnel who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, Officer Safety Manual. It was determined that three officers possess expired body armor.

Two Area patrol vehicles were checked and found to be clean and organized. CHP 33, *Driver's Equipment Check*, books were present for both vehicles and contained up-to-date information. Both vehicles contained shotguns and rifles that were well maintained and stored in the vehicle properly. Both vehicles need to have the proper amount of current saline placed in the trunks.

UKIAH AREA CHAPTER 17, OFFICER SAFETY INSPECTION FEBRUARY 23, 2009 PAGE TWO

#### 4. FIREARMS

Area weapons are being inspected as required by HPM 70.8, *Firearms Manual*. A review of the weapons inspection records within ETRS was conducted. It was determined that the inspections for the departmental weapons were current and had been entered into ETRS. An inventory of ammunition was conducted and revealed the Ukiah Area's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8, *Firearms Manual*.

#### 5. PHYSICAL METHODS OF ARREST

PMA and side-handle baton techniques. Each officer satisfactorily performed all the tasks on the CHP 199, Officer Safety Certification.

#### 6. SUMMARY

Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training.

UKIAH AREA CHAPTER 17, OFFICER SAFETY INSPECTION FEBRUARY 23, 2009 PAGE THREE

#### **ACTION ITEMS**

By addressing the following action items, the Ukiah Area will meet the guidelines of this Chapter 17 Inspection:

- 1. Ensure officers with expired body armor receive replacement body armor as soon as possible.
- 2. Ensure that all monthly shoots are conducted and entered into ETRS as required.
- 3. Ensure that all quarterly training is conducted and entered into ETRS as required.
- 4. Ensure that all Area patrol vehicles contain the proper amount of saline solution in the trunk.

The **ACTION ITEMS** should be completed by April 24, 2009. A memorandum shall be completed by the Area and forwarded to Northern Division certifying that the items have been corrected.

RYAN HAM, Officer

Northern Division Training Officer

#### Memorandum

Date:

September 4, 2009

To:

Northern Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Red Bluff Area

File No.:

130.12540

Subject:

CHAPTER 17, OFFICER SAFETY INSPECTION – ACTION ITEM

Personnel from Northern Division conducted a Chapter 17, Officer Safety Inspection, on July 9, 2009. As a result, one action items was identified for Red Bluff Area to correct to remain in compliance.

1. Complete weapons inspections as required by HPM 70.8.

Response: One officer's weapon and one sergeant's weapon was deficient. All weapon inspections have been completed and entered into ETRS as required by HPM 70.8.

If you have any questions, or need additional information please call me at (530) 527-2034.

H. N. LINSCHOTEN, Lieutenant

Commander

#### Memorandum

Date:

August 12, 2009

To:

Red Bluff Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Northern Division

File No.:

101.10044.17197.130

Subject:

HIGHWAY PATROL GUIDE (HPG) 22.1, AREA RESOURCES MANAGEMENT

GUIDE, CHAPTER 17, OFFICER SAFETY INSPECTION

Attached you will find a copy of the HPG 22.1, Chapter 17, Officer Safety Inspection, report prepared by Officer Ryan Ham, Northern Division Training Officer, on July 09, 2009. The inspection revealed one deficiency that requires correction. This deficiency is identified as an **Action Item**. The action item should be corrected no later than September 14, 2009. Upon completion, Area is requested to prepare a memorandum to Northern Division certifying that the action item was corrected. Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at (530) 225-2715.

D. K. HAHN Assistant Chief

Attachments

Department of California Highway Patrol AREA MANAGEMENT EVALUATION		1900	rea ed Bluff	Division Northern	Number 130		
Chapter 17 OFFICER SAFETY							
		E	valuated By Ofc.	Ham	Date 7/9/09		
INSTRUCTIONS: Indicate "Action Required" box. be initialed and dated as answers, or fill in the bl can be placed in the Su findings, accomplishmer evaluator's overall impresan be handwritten if de	If this form is used a deficiencies are con anks as indicated. I mmary Statement. Ints or corrective actiessions. This form of the content of the state of the content of t	as rrec f ad The ions	a Correction Re Ited. Answer in Iditional comme Summary State s, unresolved ite	port, the "Correcti dividual items witl nts are necessary, ement should inclu ems, problems or p	on" box sho h "yes" or " the informa ide significa progress, an	ould no" ation nt d the	
Type of Evaluation  ⊠Formal							
Follow-up Required	⊠ Correction Repo	ort					
⊠Yes □No	by	_	Commander's	Review	Date		
1. COMMAND INVOLVE	EMENT	1.00	valuated Action  Required □		Corrected		
a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers?					⊠Yes	□No	
(1) Does the comma including use of force	ander stress importan e?	ce c	of proper enforce	ement tactics,	⊠Yes	□No	
(2) Does the safety	record of the commar	nd re	eflect awareness	of proper tactics?	⊠Yes	□No	
(3) Do the officers' C contain comments o	CHP 100 forms and C on officer safety?	HP	118s, Performar	nce Appraisals,	⊠Yes	□No	
b. Are the commander physical methods of ar	r and lieutenants know		•	·	⊠Yes	□No	
(1) Is this knowledge officers and sergean	e applied properly in coats?	ritic	ques of incidents	involving	⊠Yes	□No	
(2) Do the captain a	nd lieutenants mainta	in n	ninimum level of	enforcement skills	? ⊠Yes	□No	
(a) Do they attend	l officer safety training	g se	essions?		⊠Yes	□No	
(b) If they are not	involved in officer saf	ety,	, what are the re	asons?	⊠Yes	□No	
2. TRAINING AND CER	TIFICATION	1.0	valuated ⊴	Action Required	Corrected		
a. Do training records	indicate formal trainir	ng h	as been receive	d and certified?	⊠Yes	□No	
for proficiency in enf	et annual certification forcement tactics, phy fety equipment (use c	sica	al methods of arr	est, and			
(a) Searching tech	nniques?				⊠Yes	□No	

(b) Handcuffing?

□No

⊠Yes

(c) Use of safety equipment?	⊠Yes	□No
(d) Suspect control?	⊠Yes	□No
(e) High risk and felony stops?	⊠Yes	□No
(f) Hostage control?	⊠Yes	□No
(g) Prisoner transportation?	⊠Yes	□No
(h) Radio control head operation?	⊠Yes	□No
(2) Is the command dedicating enough time toward training?	⊠Yes	□No
(a) Do training records show current certifications for officers and sergeants?	⊠Yes	□No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	⊠Yes	□No
<ul> <li>b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?</li> </ul>	⊠Yes	□No
(1) Are well-handled incidents recorded for future training purposes?	⊠Yes	□No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	⊠Yes	□No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	⊠Yes	□No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	⊠Yes	□No
c. Is refresher training required prior to certification?	⊠Yes	□No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	⊠Yes	□No
(a) Is any pattern of training weakness apparent?	□Yes	⊠No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	⊠Yes	□No
d. Does the command have an adequate number of instructors?	⊠Yes	□No
(1) Is instructor proficiency maintained?	⊠Yes	□No
(2) Has an individual been given responsibility for the program?	⊠Yes	□No
(a) Does that individual ensure the quality and proficiency is maintained?	⊠Yes	□No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	⊠Yes	□No
(4) What is the quality and quantity of the training being given? The training provi	ided is	
adequate and meets departmental requirements.		
(5) Have the supervisor and his/her alternate received proper training?	⊠Yes	□No

3. SAFETY EQUIPMENT	Evaluated	Action Required	Corrected	
a. Is Oleoresin Capsicum (OC) spray (personnel, captain and below, while on-		d by all uniformed	⊠Yes	□No
(1) Is OC spray used when the need sheets when OC spray is utilized to s		tations made on book	ing ⊠Yes	□No
(2) When an officer is assaulted and a noting the use/nonuse of OC spray of		the supervisors	⊠Yes	□No
(3) Are individuals who are exposed t flushing the affected area with clear v			⊠Yes	□No
(a) Do Area patrol cars carry at lea	st two 500 mil. bottle	es of saline solution?	⊠Yes	□No
(b) Are officers/sergeants familiar v first-aid procedure?	with the decontamina	ation and	⊠Yes	□No
b. Are officers/sergeants familiar with th	ne function of their d	uty holsters?	⊠Yes	□No
(1) Can officers/sergeants draw and f looking at the holster, fasten the safe			⊠Yes	□No
(2) Can officers and sergeants draw, within one and a half seconds, using		their weapons	⊠Yes	□No
(3) Is there personal confirmation by tare unloaded prior to holster-related e		at all weapons	⊠Yes	□No
c. Are officers/sergeants proficient in re and sitting position?	loading their weapor	ns from a standing	⊠Yes	□No
d. Do officers/sergeants routinely practi	ce with their batons'	?	⊠Yes	□No
(1) Do officers/sergeants carry their b	atons on all enforce	ment stops?	⊠Yes	□No
(2) Can officers/sergeants successful	ly demonstrate appr	oved baton technique	s? ⊠Yes	□No
e. Does the majority of uniformed perso	onnel routinely wear	body armor?	⊠Yes	□No
<ol><li>Have active steps been taken to e of the protection afforded by soft body</li></ol>	ncourage nonusers y armor? N/A	to take advantage	∐Yes	□No
(2) Were required reports submitted to for any incidents where body armor we penetrating type instrument? N/A			∐Yes	□No
(a) If so, did the involved officer rec	ceive a complete phy	vsical examination?	∐Yes	□No
f. Are holsters, ammunition, magazines case and OC spray projectors inspected appraisal?			ce ∐Yes	⊠No
(1) Do CHP 311 forms indicate compl	iance?		∐Yes	⊠No
(2) Were deficiencies corrected within	30 days of the insp	ection?	⊠Yes	□No
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4. FIREARMS	Evaluated	Action Required	Corrected	*
a. Quarterly review of policy on dischar	ge of firearms compli	ed with?	⊠Yes	□No
(1) Do officers thoroughly understand	I the policy?		⊠Yes	□No
(a) Do incidents involving firearms	show proper underst	anding of the policy?	⊠Yes	□No
b. Are shoots conducted as required by	policy?		⊠Yes	□No
(1) Have steps been taken to correct	training deficiencies?		⊠Yes	□No
(2) Are weapons training and mainter	nance records readily	available? Current?	Yes	□No
(3) Do training records show qualifica ammunition types, day/night shoots, o		ed weapons,	⊠Yes	□No
c. Does the Area have a weapons train	⊠Yes	□No		
(1) Has the officer completed training	⊠Yes	□No		
(2) Does the officer supervise all sho	ots?		⊠Yes	□No
(3) Is the officer well-organized in his	⊠Yes	□No		
(4) Is there a designated alternate to	⊠Yes	□No		
(a) Has that officer received Acade	⊠Yes	□No		
d. Are range facilities adequate for revo	s? ⊠Yes	□No		
(1) If not, has alternate training been obtain adequate facilities?	established and plans	s developed to	∐Yes	□No
(a) Do plans follow instructions for	range contract reneg	otiations?	□Yes	□No
(b) Have future range needs been	considered?		□Yes	□No
e. Is an effective inventory process for	shotguns, rifles and a	mmunition in place?	⊠Yes	□No
(1) Have shotguns been inventoried a	s required?		⊠Yes	□No
(a) Are all shotguns accounted for?	)		⊠Yes	□No
(b) Is maintenance/cleaning done a	as required?	*	⊠Yes	□No
(c) Are shotguns fired annually to e	nsure operable cond	ition?	⊠Yes	□No
(2) Have tactical rifles been inventorie	ed as required?		⊠Yes	□No
(a) Are all tactical rifles accounted	for?		⊠Yes	□No
(b) Is maintenance/cleaning done a	as required?		⊠Yes	□No
(c) Is ammunition only issued at the	e range?		⊠Yes	□No
(d) Is there adequate storage wher by on-duty officers?	the weapons are no	t being carried	⊠Yes	□No
(e) Is there an effective method for	daily assignment and	d control?	⊠Yes	□No

(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	⊠Yes	□No
(a) Beginning inventory determined?	⊠Yes	□No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	⊠Yes	□No
(c) Has the total rounds issued per ammunition records been determined?	⊠Yes	□No
(d) Has a physical inventory of ammunition been taken?	⊠Yes	∐No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	⊠Yes	□No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	⊠Yes	□No
(g) Has the mathematical accuracy of the inventory records been tested?	⊠Yes	□No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	⊠Yes	□No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	⊠Yes	□No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	⊠Yes	□No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	⊠Yes	□No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	⊠Yes	□No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	⊠Yes	□No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	⊠Yes	□No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	⊠Yes	□No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	⊠Yes	□No
(5) Are records kept undated as training takes place?	⊠Yes	□No
(6) Is training recorded on the employee's CHP 270?	⊠Yes	□No
(7) Is required information recorded in accordance with established guidelines and instructions?	⊠Yes	□No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	⊠Yes	□No

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	h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?	n ⊠Yes	□No
	(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?	⊠Yes	□No
	(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?	⊠Yes	□No
	i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers?	∐Yes	□No
	(1) If RP handles ammunition, are proper accountability procedures in place?	∐Yes	□No
	j. Are required inspections conducted in conjunction with the annual 118?	⊠Yes	□No
-	(1) Is a second inspection of the primary firearm conducted every six months?	⊠Yes	□No
5	PHYSICAL METHODS OF ARREST Evaluated Action Required	Corrected	
	a. Do officers practice weaponless defense?	⊠Yes	□No
	(1) Are officers familiar with the opponent's five weakest points?	⊠Yes	□No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?			□No
	b. Were demonstrations of the following control techniques by officers observed:		
(1) Control holds?			□No
(2) Punches?			□No
(3) Strikes?			□No
	(4) Blocks?	⊠Yes	□No
	(5) Defensive kicks?	⊠Yes	□No
	(6) Defenses against grabs?	⊠Yes	□No
	(7) Defenses against weapons?	⊠Yes	□No
	(8) Ground defense and takedowns?	⊠Yes	□No
v=-	(9) Placing and removing suspects into and from vehicles?	⊠Yes	□No
(10) Carotid hold? Note: The use of the Carotid hold is currently suspended.			□No
(a) Are officers following guidelines for the carotid hold as listed in policy?			□No
(b) Has use of excessive force awareness training been conducted?			□No
c. Were observations of practical handcuffing techniques made?			□No
	(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?	⊠Yes	□No
	(2) Are all uniformed personnel knowledgeable of policy on handcuffing?	⊠Yes	□No

d. Are all persons subjected to physical arrest searched for offensive weapons?			⊠Yes	□No
(1) Has the local jail's experience with CHP arrests been reviewed?			⊠Yes	□No
(2) Has a demonstration of preliminar	y frisks and searches	s been observed?	⊠Yes	□No
(3) Do all officers know policy for sear	rches of the opposite	sex?	⊠Yes	□No
6. ENFORCEMENT TACTICS	Evaluated	Action Required	Corrected	
<ul> <li>a. Do sergeants and officers have know be followed during each of the five levels</li> </ul>			⊠Yes	□No
<ul> <li>b. Do officers have a constant awarene enforcement stops and when apprehence</li> </ul>			⊠Yes	□No
(1) Were demonstrations of an enforc officers' ability to safely control the sit of the level of hazard presented?			∐Yes	□No
(a) Is the violator stop effectively m	ade?		□Yes	□No
(b) Is the violator completely control	olled?		□Yes	□No
(c) Is the prisoner properly prepare	d for transportation?		□Yes	□No
c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations?			⊠Yes	□No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?			⊠Yes	□No
(2) Are officers aware of the need to r	maintain fire discipline	e at all times?	⊠Yes	□No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required and render necessary medical aid?			⊠Yes	□No
(4) Were various officers and supervisions knowledge of the CHP role in hostage		etermine their	⊠Yes	□No
7. PURSUITS	Evaluated	Action Required	Corrected	
a. Are all uniformed personnel well-vers conduct of pursuits?	sed in policy regardin	g the	⊠Yes	□No
(1) Number of units?			⊠Yes	□No
(2) When to discontinue?			⊠Yes	□No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?			⊠Yes	□No
(a) Where noncompliance is indicate	ted, were corrective a	actions taken?	⊠Yes	□No
b. Does the Area have written guideline with allied agencies during pursuits?	s or plans to ensure	proper coordination	⊠Yes	□No
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(1) Are any written agreements on fil	e?		⊠Yes	□No
(2) Is Division involved in the planning process?			⊠Yes	□No
(3) Does the Area have and use a pu specific needs of the command?	⊠Yes	□No		
8. FORCIBLE STOPS	Corrected			
a. Are Area personnel knowledgeable	regarding the policy o	on forcible stops?	⊠Yes	□No
(1) Does the Area follow departments	al policy?		⊠Yes	□No
(2) Have forcible stop reports been re	eviewed for complian	ce with policy?	⊠Yes	□No
(a) If forcible stop policy has not be action been taken or training cond		as corrective	∐Yes	□No
9. ROADBLOCKS	Evaluated	Action Required	Corrected	
A. Has the Area worked with allied age roadblocks and deployment of the hollo		s for establishing	⊠Yes	□No
(1) Are strategic points and personne	el assignments outline	ed?	⊠Yes	□No
(2) Have the officers received instruc	tions on establishing	roadblocks?	⊠Yes	□No
(3) Have interagency training session	ns been conducted?		□Yes	⊠No
10. RADIO FAMILIARIZATION	Evaluated	Action Required	Corrected	
a. Are officers familiar with all aspects	of the radio control he	ead?	⊠Yes	□No
b. Can officers demonstrate how to cha to another Area/Division?	ange the radio from th	neir home Area	⊠Yes	□No
c. Can officers efficiently operate all en	nergency equipment	from the radio head?	⊠Yes	□No
11. COMMENTS Section 6 b (1) a, b, ar not actually observed during this inspection		sergeant ride-a-long	s. This secti	on was
Section 4 i (1) does not apply. Red B	luff Area does not ha	ve a resident post.		

RED BLUFF AREA CHAPTER 17, OFFICER SAFETY INSPECTION JULY 09, 2009 PAGE ONE

#### 1. COMMAND INVOLVEMENT

Through a discussion with Sergeant Ross, it was determined that the Red Bluff Area has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains one recommendation to enhance the quality of these programs.

#### 2. TRAINING AND CERTIFICATIONS

the Area's training program. He is responsible for ensuring that all of the training is entered into the Employee Training Records System (ETRS). Area CHP 270, Service Record, records were reviewed in ETRS. ETRS revealed that there were two deficient CHP 311 inspections. It was determined that all quarterly training and monthly range shoots were being conducted and entered into ETRS as required.

## 3. SAFETY EQUIPMENT

The two uniformed personnel who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, *Officer Safety Manual*.

Two Area patrol vehicles were checked and found to be clean and organized. CHP 33, *Driver's Equipment Check*, books were present for both vehicles and contained up-to-date information. Both vehicles contained shotguns and rifles that were well maintained and stored in the vehicle properly. Both vehicles contained the proper amount of current saline within the trunks.

RED BLUFF AREA CHAPTER 17, OFFICER SAFETY INSPECTION JULY 09, 2009 PAGE TWO

#### 4. FIREARMS

Area weapons are being inspected as required by HPM 70.8, *Firearms Manual*. A review of the weapons inspection records within ETRS was conducted. It was determined that the inspections for the departmental weapons were current and had been entered into ETRS. An inventory of ammunition was conducted and revealed the Red Bluff Area's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8, *Firearms Manual*.

#### 5. PHYSICAL METHODS OF ARREST

regarding PMA and side-handle baton techniques. Each officer satisfactorily performed all the tasks on the CHP 199, Officer Safety Certification.

#### 6. SUMMARY

Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training. RED BLUFF AREA CHAPTER 17, OFFICER SAFETY INSPECTION JULY 09, 2009 PAGE THREE

#### **ACTION ITEM**

By addressing the following action item, the Red Bluff Area will meet the guidelines of this Chapter 17 Inspection:

1. Ensure that all CHP 311 inspections are completed and entered into ETRS.

The **ACTION ITEM** should be completed by September 14, 2009. A memorandum shall be completed by the Area and forwarded to Northern Division certifying that the item has been corrected.

RYAN HAM, Officer

Northern Division Training Officer

6-12-09 Sent

Memorandum

Date:

June 02, 2009

To:

Mount Shasta Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Northern Division

File No.:

101.10044.17197.146

Subject:

HIGHWAY PATROL GUIDE (HPG) 22.1, AREA RESOURCES MANAGEMENT

GUIDE, CHAPTER 17, OFFICER SAFETY INSPECTION

Attached you will find a copy of the HPG 22.1, Chapter 17, Officer Safety Inspection, report prepared by Officer Ryan Ham, Northern Division Training Officer, on May 21, 2009. The inspection identified no deficiencies requiring correction. It should be noted that the Mount Shasta Area was extremely well organized and prepared for this inspection. Sergeant Annie Garcia should be commended for her commitment to the departmental training program, and her efforts are recognized and appreciated. I commend the Mount Shasta Area for a job well done! Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at (530) 225-2715.

D. NHAHN
Assistant Chief

Attachments

Department of Californ AREA MANAGEMENT Chapter 17 OFFICER SAFETY	<b>ia Highway Patrol</b> EVALUATION		rea ount Shasta	Division Northern	Number 146	
	T-V	Ev	aluated By Ofc. H	lam	Date 5/21/0	)9
INSTRUCTIONS: Indicate Required" box. If this for dated as deficiencies are blanks as indicated. If ac Summary Statement. The or corrective actions, unrathis form can be completed.	m is used as a Corrected. Answer in ditional comments and Summary Statemer esolved items, probler	ction ndivi e ne nt sh ms c	Report, the "Co dual items with ' ecessary, the info lould include sig or progress, and	orrection" box shoul 'yes" or "no" answe ormation can be pla nificant findings, ac the evaluator's ove	ld be initiale ers, or fill in t aced in the ccomplishme erall impress	d and the ents
Type of Evaluation ⊠Formal □	Informal		Suspense Date	9 07/02/09		
Follow-up Required	☐ Correction Repo	rt				
∐Yes ⊠No	by	_	Commander's F	Review	Date	
1. COMMAND INVOLVE	EMENT	Ev	raluated	Action Required	Corrected	
a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers?				⊠Yes	□No	
(1) Does the commander stress importance of proper enforcement tactics, including use of force?				⊠Yes	□No	
(2) Does the safety record of the command reflect awareness of proper tactics?				⊠Yes	□No	
(3) Do the officers' CHP 100 forms and CHP 118s, Performance Appraisals, contain comments on officer safety?				⊠Yes	□No	
b. Are the commander physical methods of ar					⊠Yes	□No
(1) Is this knowledge officers and sergean	applied properly in cr ts?	ritiqu	ues of incidents	involving	⊠Yes	□No
(2) Do the captain ar	nd lieutenants maintai	n mi	inimum level of	enforcement skills?	Yes	□No
(a) Do they attend	officer safety training	ses	sions?		⊠Yes	□No
(b) If they are not	nvolved in officer safe	ety, v	what are the rea	sons?	⊠Yes	□No
2. TRAINING AND CERT	TIFICATION	Eva	aluated 	Action Required	Corrected	
a. Do training records i	ndicate formal training	g ha	s been received	l and certified?	⊠Yes	□No
for proficiency in enfo	t annual certification or procement tactics, physical ety equipment (use of	sical	methods of arre	est, and		
(a) Searching tech	niques?				⊠Yes	□No
(b) Handcuffing?					⊠Yes	□No

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(c) Use of safety equipment?	⊠Yes	□No
(d) Suspect control?	⊠Yes	□No
(e) High risk and felony stops?	⊠Yes	□No
(f) Hostage control?	⊠Yes	□No
(g) Prisoner transportation?	⊠Yes	□No
(h) Radio control head operation?	⊠Yes	□No
(2) Is the command dedicating enough time toward training?	⊠Yes	□No
(a) Do training records show current certifications for officers and sergeants?	⊠Yes	□No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	⊠Yes	□No
b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	⊠Yes	□No
(1) Are well-handled incidents recorded for future training purposes?	⊠Yes	□No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	⊠Yes	□No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	⊠Yes	□No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	⊠Yes	□No
c. Is refresher training required prior to certification?	⊠Yes	□No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	⊠Yes	□No
(a) Is any pattern of training weakness apparent?	□Yes	⊠No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	⊠Yes	□No
d. Does the command have an adequate number of instructors?	⊠Yes	□No
(1) Is instructor proficiency maintained?	⊠Yes	□No
(2) Has an individual been given responsibility for the program?	⊠Yes	□No
(a) Does that individual ensure the quality and proficiency is maintained?	⊠Yes	□No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	⊠Yes	□No
(4) What is the quality and quantity of the training being given? Training at the Mo	ount Sha	sta
Area adheres to CHP policy. It is being conducted monthly and quarterly.		
(5) Have the supervisor and his/her alternate received proper training?	⊠Yes	□No
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3. SAFETY EQUIPMENT	Evaluated 🖂	Action Required	Corrected	
a. Is Oleoresin Capsicum (OC) spray (personnel, captain and below, while on-	⊠Yes	□No		
(1) Is OC spray used when the need in sheets when OC spray is utilized to s	is indicated? Are not ubdue a subject?	ations made on book	ing ⊠Yes	□No
(2) When an officer is assaulted and a noting the use/nonuse of OC spray or	an injury occurs, are to the CHP 121?	the supervisors	⊠Yes	□No
(3) Are individuals who are exposed to flushing the affected area with clear w	o OC spray decontan vater within 30 minute	ninated by es?	⊠Yes	□No
(a) Do Area patrol cars carry at leas	st two 500 mil. bottles	s of saline solution?	⊠Yes	□No
(b) Are officers/sergeants familiar w first-aid procedure?	vith the decontaminat	ion and	⊠Yes	□No
b. Are officers/sergeants familiar with th	e function of their du	ty holsters?	⊠Yes	□No
(1) Can officers/sergeants draw and fi looking at the holster, fasten the safet	re their weapon, reho y strap with one hand	olster and without d?	⊠Yes	□No
(2) Can officers and sergeants draw, of within one and a half seconds, using of	cycle and reholster thone hand?	eir weapons	⊠Yes	□No
(3) Is there personal confirmation by t are unloaded prior to holster-related e	he testing officer that xercises?	all weapons	⊠Yes	□No
c. Are officers/sergeants proficient in rel and sitting position?	oading their weapons	s from a standing	⊠Yes	□No
d. Do officers/sergeants routinely practic	ce with their batons?		⊠Yes	□No
(1) Do officers/sergeants carry their ba	atons on all enforcem	ent stops?	⊠Yes	□No
(2) Can officers/sergeants successfull	y demonstrate appro	ved baton techniques	? ⊠Yes	□No
e. Does the majority of uniformed perso	nnel routinely wear b	ody armor?	⊠Yes	□No
<ol><li>Have active steps been taken to en of the protection afforded by soft body</li></ol>	ncourage nonusers to armor? N/A	take advantage	∐Yes	□No
(2) Were required reports submitted to for any incidents where body armor was penetrating type instrument? N/A	Supply Services Un as struck by a bullet o	it, as per policy, or other	∐Yes	□No
(a) If so, did the involved officer rec	eive a complete phys	ical examination?	∐Yes	□No
f. Are holsters, ammunition, magazines, case and OC spray projectors inspected appraisal?	magazine pouches, in conjunction with the	handcuffs, handcuff ne annual performand	e ⊠Yes	□No
(1) Do CHP 311 forms indicate compli	ance?		⊠Yes	□No
(2) Were deficiencies corrected within	30 days of the inspe	ction?	⊠Yes	□No
CHP 453S (Rev 1-96)				Page 3

4. FIREARMS	Evaluated	Action Required	Corrected	
a. Quarterly review of policy on discha	arge of firearms compl	ied with?	⊠Yes	□No
(1) Do officers thoroughly understar	⊠Yes	□No		
(a) Do incidents involving firearms	⊠Yes	□No		
b. Are shoots conducted as required by policy?				□No
(1) Have steps been taken to correct	⊠Yes	□No		
(2) Are weapons training and mainte	enance records readily	available? Current?	Yes	□No
(3) Do training records show qualific ammunition types, day/night shoots,	ation with all authorize etc.?	ed weapons,	⊠Yes	□No
c. Does the Area have a weapons trai	ning officer?		⊠Yes	□No
(1) Has the officer completed training	g for weapons training	officers?	⊠Yes	□No
(2) Does the officer supervise all sho	oots?		⊠Yes	□No
(3) Is the officer well-organized in his	s/her training?		⊠Yes	□No
(4) Is there a designated alternate to	the weapons training	officer?	⊠Yes	□No
(a) Has that officer received Academy training?			⊠Yes	□No
d. Are range facilities adequate for revolver, pistol, rifle, shotgun and night shoots?			? ⊠Yes	□No
(1) If not, has alternate training been obtain adequate facilities?	established and plan	s developed to	∐Yes	□No
(a) Do plans follow instructions for	range contract reneg	otiations?	∐Yes	□No
(b) Have future range needs been	considered?		∐Yes	□No
e. Is an effective inventory process for	shotguns, rifles and a	mmunition in place?	⊠Yes	□No
(1) Have shotguns been inventoried	as required?		⊠Yes	□No
(a) Are all shotguns accounted for	?		⊠Yes	□No
(b) Is maintenance/cleaning done	as required?		⊠Yes	□No
(c) Are shotguns fired annually to	ensure operable cond	ition?	⊠Yes	□No
(2) Have tactical rifles been inventori	ed as required?		⊠Yes	□No
(a) Are all tactical rifles accounted	for?		⊠Yes	□No
(b) Is maintenance/cleaning done	as required?		⊠Yes	□No
(c) Is ammunition only issued at th	e range?		⊠Yes	□No
(d) Is there adequate storage whe by on-duty officers?	n the weapons are no	t being carried	⊠Yes	□No
(e) Is there an effective method for	daily assignment and	i control?	⊠Yes	□No
CUID 4500 (D 4.00)				

(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	⊠Yes	□No
(a) Beginning inventory determined?	⊠Yes	□No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	⊠Yes	□No
(c) Has the total rounds issued per ammunition records been determined?	⊠Yes	□No
(d) Has a physical inventory of ammunition been taken?	⊠Yes	□No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	⊠Yes	□No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	⊠Yes	□No
(g) Has the mathematical accuracy of the inventory records been tested?	⊠Yes	□No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	⊠Yes	□No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	⊠Yes	□No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	⊠Yes	□No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	⊠Yes	□No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	⊠Yes	□No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	⊠Yes	□No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	⊠Yes	□No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	⊠Yes	□No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	⊠Yes	□No
(5) Are records kept undated as training takes place?	⊠Yes	□No
(6) Is training recorded on the employee's CHP 270?	⊠Yes	□No
(7) Is required information recorded in accordance with established guidelines and instructions?	⊠Yes	□No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	⊠Yes	□No

h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?	⊠Yes	□No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?	⊠Yes	□No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?	⊠Yes	□No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers?	∐Yes	□No
(1) If RP handles ammunition, are proper accountability procedures in place?	∐Yes	□No
j. Are required inspections conducted in conjunction with the annual 118?	⊠Yes	□No
(1) Is a second inspection of the primary firearm conducted every six months?	⊠Yes	□No
5. PHYSICAL METHODS OF ARREST Evaluated Action Required	Corrected	
a. Do officers practice weaponless defense?	⊠Yes	□No
(1) Are officers familiar with the opponent's five weakest points?	⊠Yes	□No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?	⊠Yes	□No
b. Were demonstrations of the following control techniques by officers observed:		
(1) Control holds?	⊠Yes	□No
(2) Punches?	⊠Yes	□No
(3) Strikes?	⊠Yes	□No
(4) Blocks?	⊠Yes	□No
(5) Defensive kicks?	⊠Yes	□No
(6) Defenses against grabs?	⊠Yes	□No
(7) Defenses against weapons?	⊠Yes	□No
(8) Ground defense and takedowns?	⊠Yes	□No
(9) Placing and removing suspects into and from vehicles?	⊠Yes	□No
(10) Carotid hold? Note: The use of the Carotid hold is currently suspended.	□Yes	□No
(a) Are officers following guidelines for the carotid hold as listed in policy?	∐Yes	□No
(b) Has use of excessive force awareness training been conducted?	⊠Yes	□No
c. Were observations of practical handcuffing techniques made?	⊠Yes	□No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?	⊠Yes	□No
(2) Are all uniformed personnel knowledgeable of policy on handcuffing?	⊠Yes	□No
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d. Are all persons subjected to physical arrest searched for offensive weapons?				□No
(1) Has the local jail's experience with CHP arrests been reviewed?			⊠Yes	□No
(2) Has a demonstration of prelimina			⊠Yes	□No
(3) Do all officers know policy for sea	rches of the opposite	sex?	⊠Yes	□No
6. ENFORCEMENT TACTICS	Evaluated	Action Required	Corrected	
Do sergeants and officers have know be followed during each of the five level	vledge of proper proc s of an enforcement	edures which should	l ⊠Yes	□No
b. Do officers have a constant awarene enforcement stops and when apprehence	ess of their personal s ding suspected or kn	safety during own criminals?	⊠Yes	□No
(1) Were demonstrations of an enforce officers' ability to safely control the sit of the level of hazard presented?	ement stop observed uation at all times req	d which show the gardless	∐Yes	□No
(a) Is the violator stop effectively m	ade?		□Yes	□No
(b) Is the violator completely control	olled?		 □Yes	 □No
(c) Is the prisoner properly prepare	d for transportation?		 ⊟Yes	 □No
c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations?				□No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?				□No
(2) Are officers aware of the need to maintain fire discipline at all times?				□No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required and render necessary medical aid?				□No
(4) Were various officers and supervis knowledge of the CHP role in hostage	sors questioned to de		⊠Yes	
7. PURSUITS	Evaluated	Action Required	Corrected	
<ul> <li>a. Are all uniformed personnel well-vers conduct of pursuits?</li> </ul>	ed in policy regarding	g the	⊠Yes	□No
(1) Number of units?			⊠Yes	□No
(2) When to discontinue?			⊠Yes	□No
(3) Were pursuit critiques checked to own with enforcement guidelines listed in p	determine if the pursu policy?	uits comply	⊠Yes	□No
(a) Where noncompliance is indicat	ed, were corrective a	ctions taken?	⊠Yes	□No
b. Does the Area have written guidelines with allied agencies during pursuits?	s or plans to ensure p	proper coordination	⊠Yes	□No
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(1) Are any written agreements on file	?		⊠Yes	□No
(2) Is Division involved in the planning process?			⊠Yes	□No
(3) Does the Area have and use a pu specific needs of the command?	⊠Yes	□No		
8. FORCIBLE STOPS	Evaluated	Action Required	Corrected	
a. Are Area personnel knowledgeable r	egarding the policy o	n forcible stops?	⊠Yes	□No
(1) Does the Area follow departmenta	l policy?		⊠Yes	□No
(2) Have forcible stop reports been re	viewed for compliand	ce with policy?	⊠Yes	□No
(a) If forcible stop policy has not be action been taken or training condu	en complied with, ha	s corrective	∐Yes	□No
9. ROADBLOCKS	Evaluated	Action Required	Corrected	
Has the Area worked with allied ager roadblocks and deployment of the hollow	ncies to develop plans v spike strip?	s for establishing	⊠Yes	□No
(1) Are strategic points and personnel assignments outlined?			⊠Yes	□No
(2) Have the officers received instructions on establishing roadblocks?			⊠Yes	□No
(3) Have interagency training sessions	s been conducted?		∐Yes	⊠No
10. RADIO FAMILIARIZATION Evaluated			Corrected	
a. Are officers familiar with all aspects o	f the radio control he	ad?	⊠Yes	□No
b. Can officers demonstrate how to char to another Area/Division?	nge the radio from th	eir home Area	⊠Yes	□No
c. Can officers efficiently operate all emo	ergency equipment fi	rom the radio head?	⊠Yes	□No
11. COMMENTS Section 6 b (1) a, b, and not actually observed during this inspection	d c are observed on s	sergeant ride-a-longs	This section	on was
Section 4 i (1) does not post.	apply. The Mount S	hasta Area does not	have a resid	Jent
	- (III-A)			

MOUNT SHASTA AREA CHAPTER 17, OFFICER SAFETY INSPECTION MAY 21, 2009 PAGE ONE

#### 1. COMMAND INVOLVEMENT

Through a discussion with Sergeant Garcia, it was determined that Mount Shasta Area has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains no recommendations to enhance the quality of these programs.

# 2. TRAINING AND CERTIFICATIONS

Sergeant Garcia is the Area's Training Sergeant and is responsible for overseeing the Area's training program. She is responsible for entering all of the training into the Employee Training Records System (ETRS). Area CHP 270, Service Record, records were reviewed in ETRS. It was determined that all quarterly training had been entered into ETRS as required. The Area's training records were found to be very well organized and the inspection revealed no discrepancies. Sergeant Garcia should be commended for her efforts in monitoring the program and maintaining the records in a well organized manner.

## 3. SAFETY EQUIPMENT

The two uniformed personnel who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, Officer Safety Manual.

Two Area patrol vehicles were checked and found to be clean and organized. CHP 33, *Driver's Equipment Check*, books were present for both vehicles and contained up-to-date information. Both vehicles contained shotguns and rifles that were well maintained and stored in the vehicle properly. Both vehicles contained the proper amount of current saline within the trunks.

# MOUNT SHASTA AREA CHAPTER 17, OFFICER SAFETY INSPECTION MAY 21, 2009 PAGE TWO

#### 4. FIREARMS

Area weapons are being inspected as required by HPM 70.8, *Firearms Manual*. A review of the weapons inspection records within ETRS was conducted. It was determined that the inspections for the departmental weapons were current and had been entered into ETRS. An inventory of ammunition was conducted and revealed the Mount Shasta Area's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8, *Firearms Manual*.

# 5. PHYSICAL METHODS OF ARREST

Officer Taylor, #16333, and Officer Hoskins, #15592, were critiqued regarding PMA and side-handle baton techniques. Each officer satisfactorily performed all the tasks on the CHP 199, Officer Safety Certification.

#### 6. SUMMARY

Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training.

#### **ACTION ITEMS**

There are no required action items for this Chapter 17 Inspection. It was apparent that Sergeant Garcia takes pride in maintaining all Area records in a well organized manner and ensures that all training is provided and documented in a timely fashion.

RYAN HAM, Officer

Northern Division Training Officer

#### Memorandum

Date:

September 15, 2009

To:

Garberville Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Northern Division

File No.:

101.11292.17197.126

Subject:

HIGHWAY PATROL GUIDE (HPG) 22.1, AREA RESOURCES MANAGEMENT

GUIDE, CHAPTER 17, OFFICER SAFETY INSPECTION

Attached you will find a copy of the HPG 22.1, Chapter 17, Officer Safety Inspection, report prepared by Officer Ryan Ham, Northern Division Training Officer, on September 2, 2009. The inspection identified no deficiencies requiring correction. It should be noted that the Garberville Area was extremely well organized and prepared for this inspection. Sergeant James Malner should be commended for his commitment to the departmental training program, and his efforts are recognized and appreciated. I commend the Garberville Area for a job well done! Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at

(530), 225-2715.

S. B. BELL

Assistant Chief

Attachments

Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 17 OFFICER SAFETY			ea arberville	Division Northern	Number 126	
		E١	valuated By Ofc. H	am	Date 9/2/09	)
INSTRUCTIONS: Indicate items reviewed by place Required" box. If this form is used as a Correction dated as deficiencies are corrected. Answer indicated blanks as indicated. If additional comments are Summary Statement. The Summary Statement or corrective actions, unresolved items, problem This form can be completed in pen or pencil, and			n Report, the "Co idual items with ' ecessary, the info nould include sig or progress, and	prection" box shou 'yes" or "no" answe ormation can be planificant findings, ac the evaluator's ove	ld be initialeers, or fill in the aced in the accomplishmeerall impress	d and the ents
Type of Evaluation ⊠Formal □I	nformal		Suspense Date	10/15/09		, , , , , , , , , , , , , , , , , , ,
Follow-up Required	☐ Correction Repo	rt				
□Yes ⊠No	by	-	Commander's I	Review	Date	
1. COMMAND INVOLVEMENT			valuated ☑	Action Required	Corrected	
a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers?			⊠Yes	□No		
(1) Does the commander stress importance of proper enforcement tactics, including use of force?   ⊠Yes				□No		
	ecord of the comman				⊠Yes	□No
contain comments o					⊠Yes	□No
b. Are the commander physical methods of ar					⊠Yes	□No
(1) Is this knowledge officers and sergean	e applied properly in cots?	ritic	ques of incidents	involving	⊠Yes	□No
(2) Do the captain a	nd lieutenants mainta	in n	ninimum level of	enforcement skills	? ⊠Yes	□No
(a) Do they attend	l officer safety training	g se	essions?			□No
(b) If they are not	involved in officer saf	ety	, what are the re	asons?	⊠Yes	□No
2. TRAINING AND CER	TIFICATION	1 446	valuated ⊠	Action Required	Corrected	
a. Do training records	indicate formal trainir	ng h	nas been receive	ed and certified?	⊠Yes	□No
(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:						

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(a) Searching techniques?

(b) Handcuffing?

□No

□No

⊠Yes

⊠Yes

(c) Use of safety equipment?	⊠Yes	□No
(d) Suspect control?	⊠Yes	□No
(e) High risk and felony stops?	⊠Yes	□No
(f) Hostage control?	⊠Yes	□No
(g) Prisoner transportation?	⊠Yes	□No
(h) Radio control head operation?	⊠Yes	□No
(2) Is the command dedicating enough time toward training?	⊠Yes	□No
(a) Do training records show current certifications for officers and sergeants?	⊠Yes	□No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	⊠Yes	□No
b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	⊠Yes	□No
(1) Are well-handled incidents recorded for future training purposes?	⊠Yes	□No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	⊠Yes	□No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	⊠Yes	□No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	⊠Yes	□No
c. Is refresher training required prior to certification?	⊠Yes	□No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	⊠Yes	□No
(a) Is any pattern of training weakness apparent?	□Yes	⊠No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	⊠Yes	□No
d. Does the command have an adequate number of instructors?	⊠Yes	□No
(1) Is instructor proficiency maintained?	⊠Yes	□No
(2) Has an individual been given responsibility for the program?	⊠Yes	□No
(a) Does that individual ensure the quality and proficiency is maintained?	⊠Yes	□No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	⊠Yes	□No
(4) What is the quality and quantity of the training being given? The training pro-	vided is	
adequate and meets departmental requirements.		
(5) Have the supervisor and his/her alternate received proper training?	⊠Yes	□No
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3. SAFETY EQUIPMENT	Evaluated	Action Required	Corrected	
<ul> <li>a. Is Oleoresin Capsicum (OC) spray (p personnel, captain and below, while on-</li> </ul>	epper spray) carried duty, in uniform?	by all uniformed	⊠Yes	□No
(1) Is OC spray used when the need is sheets when OC spray is utilized to st	s indicated? Are not ubdue a subject?	ations made on booki	ng ⊠Yes	□No
(2) When an officer is assaulted and a noting the use/nonuse of OC spray or	an injury occurs, are the CHP 121?	the supervisors	⊠Yes	□No
(3) Are individuals who are exposed to flushing the affected area with clear was a second control of the contro	o OC spray decontar vater within 30 minute	minated by es?	⊠Yes	□No
(a) Do Area patrol cars carry at lea	st two 500 mil. bottle	s of saline solution?	⊠Yes	□No
(b) Are officers/sergeants familiar v first-aid procedure?	vith the decontamina	tion and	⊠Yes	□No
b. Are officers/sergeants familiar with the	e function of their du	ty holsters?	⊠Yes	□No
(1) Can officers/sergeants draw and f looking at the holster, fasten the safet	ire their weapon, reh ty strap with one han	olster and without d?	⊠Yes	□No
(2) Can officers and sergeants draw, within one and a half seconds, using	cycle and reholster the one hand?	neir weapons	⊠Yes	□No
(3) Is there personal confirmation by tare unloaded prior to holster-related e	the testing officer that exercises?	t all weapons	⊠Yes	□No
c. Are officers/sergeants proficient in re and sitting position?	loading their weapor	ns from a standing	⊠Yes	□No
d. Do officers/sergeants routinely practi	ce with their batons?	)	⊠Yes	□No
(1) Do officers/sergeants carry their b	atons on all enforcer	nent stops?	⊠Yes	□No
(2) Can officers/sergeants successful	ly demonstrate appro	oved baton techniques	s? ⊠Yes	□No
e. Does the majority of uniformed person	onnel routinely wear l	oody armor?	⊠Yes	□No
(1) Have active steps been taken to e of the protection afforded by soft bod	encourage nonusers y armor? N/A	to take advantage	∐Yes	□No
(2) Were required reports submitted to for any incidents where body armor we penetrating type instrument? N/A	o Supply Services U as struck by a bullet	nit, as per policy, or other	□Yes	□No
(a) If so, did the involved officer red	ceive a complete phy	sical examination?	□Yes	□No
f. Are holsters, ammunition, magazines case and OC spray projectors inspected appraisal?	, magazine pouches d in conjunction with	, handcuffs, handcuff the annual performan	ce ⊠Yes	□No
(1) Do CHP 311 forms indicate comp	liance?		⊠Yes	□No
(2) Were deficiencies corrected within	n 30 days of the insp	ection?	⊠Yes	□No
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4.	FIREARMS	Evaluated	Action Required	Corrected	
	a. Quarterly review of policy on discharg	ge of firearms compli	ed with?	⊠Yes	□No
	(1) Do officers thoroughly understand	the policy?		⊠Yes	□No
	(a) Do incidents involving firearms	show proper underst	anding of the policy?	⊠Yes	□No
	b. Are shoots conducted as required by	policy?		⊠Yes	□No
	(1) Have steps been taken to correct	raining deficiencies?	)	⊠Yes	□No
_	(2) Are weapons training and mainten	ance records readily	available? Current?	⊠Yes	□No
	(3) Do training records show qualifica ammunition types, day/night shoots, e		ed weapons,	⊠Yes	□No
	c. Does the Area have a weapons traini	ng officer?		⊠Yes	□No
	(1) Has the officer completed training	for weapons training	officers?	⊠Yes	□No
	(2) Does the officer supervise all shoo	ots?		⊠Yes	□No
	(3) Is the officer well-organized in his/	her training?		⊠Yes	□No
	(4) Is there a designated alternate to	the weapons training	officer?	⊠Yes	□No
	(a) Has that officer received Acade	my training?		⊠Yes	□No
	d. Are range facilities adequate for revo	olver, pistol, rifle, sho	tgun and night shoots	s? ⊠Yes	□No
-	(1) If not, has alternate training been obtain adequate facilities?	established and plan	s developed to	□Yes	□No
	(a) Do plans follow instructions for	range contract reneg	gotiations?	□Yes	□No
_	(b) Have future range needs been	considered?		∐Yes	□No
	e. Is an effective inventory process for	shotguns, rifles and a	ammunition in place?	⊠Yes	□No
	(1) Have shotguns been inventoried a	as required?		⊠Yes	□No
	(a) Are all shotguns accounted for	?		⊠Yes	□No
	(b) Is maintenance/cleaning done	as required?		⊠Yes	□No
	(c) Are shotguns fired annually to	ensure operable cond	dition?	⊠Yes	□No
_	(2) Have tactical rifles been inventori	ed as required?		⊠Yes	□No
	(a) Are all tactical rifles accounted	for?		⊠Yes	□No
	(b) Is maintenance/cleaning done	as required?		⊠Yes	□No
	(c) Is ammunition only issued at th	e range?		⊠Yes	□No
	(d) Is there adequate storage whe by on-duty officers?	n the weapons are n	ot being carried	⊠Yes	□No
	(e) Is there an effective method for	r daily assignment ar	nd control?	⊠Yes	□No

(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	⊠Yes	□No
(a) Beginning inventory determined?	⊠Yes	□No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	⊠Yes	□No
(c) Has the total rounds issued per ammunition records been determined?	⊠Yes	□No
(d) Has a physical inventory of ammunition been taken?	⊠Yes	□No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	⊠Yes	□No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	⊠Yes	□No
(g) Has the mathematical accuracy of the inventory records been tested?	⊠Yes	□No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	⊠Yes	□No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	⊠Yes	□No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	⊠Yes	□No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	⊠Yes	□No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	⊠Yes	□No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	⊠Yes	□No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	⊠Yes	□No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	⊠Yes	□No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	⊠Yes	□No
(5) Are records kept undated as training takes place?	⊠Yes	□No
(6) Is training recorded on the employee's CHP 270?	⊠Yes	□No
(7) Is required information recorded in accordance with established guidelines and instructions?	⊠Yes	□No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	⊠Yes	□No

h. Procedure in place which ensures person processing the ammunition requisition		
is not involved with the receiving and recording of ammunition inventory?	⊠Yes	□No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?	⊠Yes	□No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?	⊠Yes	□No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers?	⊠Yes	□No
(1) If RP handles ammunition, are proper accountability procedures in place?	⊠Yes	□No
j. Are required inspections conducted in conjunction with the annual 118?	⊠Yes	□No
(1) Is a second inspection of the primary firearm conducted every six months?	⊠Yes	□No
5. PHYSICAL METHODS OF ARREST Evaluated	Corrected	
a. Do officers practice weaponless defense?	⊠Yes	□No
(1) Are officers familiar with the opponent's five weakest points?	⊠Yes	□No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?	⊠Yes	□No
b. Were demonstrations of the following control techniques by officers observed:		
(1) Control holds?	⊠Yes	□No
(2) Punches?	⊠Yes	□No
(3) Strikes?	⊠Yes	□No
(4) Blocks?	⊠Yes	□No
(5) Defensive kicks?	⊠Yes	□No
(6) Defenses against grabs?	⊠Yes	□No
(7) Defenses against weapons?	⊠Yes	□No
(8) Ground defense and takedowns?	⊠Yes	□No
(9) Placing and removing suspects into and from vehicles?	⊠Yes	□No
(10) Carotid hold? Note: The use of the Carotid hold is currently suspended	l. □Yes	□No
(a) Are officers following guidelines for the carotid hold as listed in policy?	∐Yes	□No
(b) Has use of excessive force awareness training been conducted?	⊠Yes	□No
c. Were observations of practical handcuffing techniques made?	⊠Yes	□No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?	⊠Yes	□No
(2) Are all uniformed personnel knowledgeable of policy on handcuffing?	⊠Yes	□No
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d. Are all persons subjected to physical	arrest searched for	offensive weapons?	⊠Yes	□No
(1) Has the local jail's experience with	CHP arrests been re	eviewed?	⊠Yes	□No
(2) Has a demonstration of preliminary			⊠Yes	□No
(3) Do all officers know policy for sear	ches of the opposite	sex?	⊠Yes	□No
6. ENFORCEMENT TACTICS	Evaluated	Action Required	Corrected	
a. Do sergeants and officers have know be followed during each of the five levels	ledge of proper proc of an enforcement	edures which should stop?	⊠Yes	□No
	b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?			
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?				□No
(a) Is the violator stop effectively ma	ade?		□Yes	□No
(b) Is the violator completely contro	lled?		□Yes	□No
(c) Is the prisoner properly prepared	d for transportation?		□Yes	□No
c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations?			⊠Yes	□No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?			⊠Yes	□No
(2) Are officers aware of the need to n	(2) Are officers aware of the need to maintain fire discipline at all times?			□No
(3) Are officers knowledgeable of their potential witnesses, control ingress are evacuate the area if required and reno	nd egress to the scer	ne,	⊠Yes	□No
(4) Were various officers and supervis	sors questioned to de incidents?	etermine their	⊠Yes	□No
7. PURSUITS	Evaluated	Action Required	Corrected	
a. Are all uniformed personnel well-vers conduct of pursuits?	sed in policy regardir	ng the	⊠Yes	□No
(1) Number of units?	3		⊠Yes	□No
(2) When to discontinue?			⊠Yes	□No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?			⊠Yes	□No
(a) Where noncompliance is indica	ted, were corrective	actions taken?	⊠Yes	□No
b. Does the Area have written guideline with allied agencies during pursuits?	es or plans to ensure	proper coordination	⊠Yes	□No
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(1) Are any written agreements on file?				□No
(2) Is Division involved in the planning	g process?		⊠Yes	□No
(3) Does the Area have and use a pu specific needs of the command?	(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command?			
8. FORCIBLE STOPS	Corrected			
a. Are Area personnel knowledgeable r	egarding the policy o	n forcible stops?	⊠Yes	□No
(1) Does the Area follow departmental policy?			⊠Yes	□No
(2) Have forcible stop reports been re	viewed for compliand	ce with policy?	⊠Yes	□No
<ul> <li>(a) If forcible stop policy has not be action been taken or training condu</li> </ul>	een complied with, haucted?	as corrective	∐Yes	□No
9. ROADBLOCKS	Evaluated	Action Required	Corrected	
<ul> <li>a. Has the Area worked with allied ager roadblocks and deployment of the hollow</li> </ul>	ncies to develop plan w spike strip?	s for establishing	⊠Yes	□No
(1) Are strategic points and personne	(1) Are strategic points and personnel assignments outlined?			□No
(2) Have the officers received instructions on establishing roadblocks?				□No
(3) Have interagency training sessions been conducted?				⊠No
10. RADIO FAMILIARIZATION	Evaluated 🖂	Action Required	Corrected	
a. Are officers familiar with all aspects of	of the radio control he	ead?	⊠Yes	□No
b. Can officers demonstrate how to chato another Area/Division?	ange the radio from the	neir home Area	⊠Yes	□No
c. Can officers efficiently operate all en	nergency equipment	from the radio head?	⊠Yes	□No
11. COMMENTS Section 6 b (1) a, b, ar not actually observed during this inspection	nd c are observed on n.	sergeant ride-a-long	s. This secti	on was
-		15		
	***************			
		it as a second control of the second control		
9.00				

GARBERVILLE AREA CHAPTER 17, OFFICER SAFETY INSPECTION SEPTEMBER 02, 2009 PAGE ONE

#### 1. COMMAND INVOLVEMENT

Through a discussion with Sergeant Malner, it was determined that the Garberville Area has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains no recommendations to enhance the quality of these programs.

#### 2. TRAINING AND CERTIFICATIONS

Sergeant Malner is the Area's Training Sergeant and is responsible for overseeing the Area's training program. He is responsible for entering all of the training into the Employee Training Records System (ETRS). Area CHP 270, Service Record, records were reviewed in ETRS. It was determined that all quarterly training had been entered into ETRS as required. The Area's training records were found to be very well organized and the inspection revealed no discrepancies. Sergeant Malner should be commended for his efforts in monitoring the program and maintaining the records in a well organized manner.

# 3. SAFETY EQUIPMENT

The two uniformed personnel who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, Officer Safety Manual.

Two Area patrol vehicles were checked and found to be clean and organized. CHP 33, *Driver's Equipment Check*, books were present for both vehicles and contained up-to-date information. Both vehicles contained shotguns and rifles that were well maintained and stored in the vehicle properly. Both vehicles contained the proper amount of current saline within the trunks.

GARBERVILLE AREA CHAPTER 17, OFFICER SAFETY INSPECTION SEPTEMBER 02, 2009 PAGE TWO

#### 4. FIREARMS

Area weapons are being inspected as required by HPM 70.8, *Firearms Manual*. A review of the weapons inspection records within ETRS was conducted. It was determined that the inspections for the departmental weapons were current and had been entered into ETRS. An inventory of ammunition was conducted and revealed the Garberville Area's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8.

## 5. PHYSICAL METHODS OF ARREST

Officer Van Emmerik, #12524, and Officer S. Barnwell, #13377, were critiqued regarding PMA and side-handle baton techniques. Each officer satisfactorily performed all the tasks on the CHP 199, Officer Safety Certification.

# 6. SUMMARY

Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training. GARBERVILLE AREA CHAPTER 17, OFFICER SAFETY INSPECTION SEPTEMBER 02, 2009 PAGE THREE

## **ACTION ITEMS**

There are no required action items for this Chapter 17 Inspection. It was apparent that Sergeant Malner takes pride in maintaining all Area records in a well organized manner, and ensures that all training is provided and documented in a timely fashion.

RYAN HAM, Officer

Northern Division Training Officer

# Memorandum

# CONFIDENTIAL

Date:

October 23, 2009

To:

Northern Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Alturas Area

File No.:

11171.11171

Subject:

HPG 22.1, CHAPTER 17 OFFICER SAFETY INSPECTION ACTION ITEMS

On September 4, 2009, Officer Ryan Ham from Northern Division conducted the

<u>Chapter 17- Officer Safety Inspection</u> of the Alturas Area. Officer Ham prepared a

memorandum to Alturas Area detailing deficiencies (Action Items) noted during the inspection.

The action items are as follows:

(1) Ensure that all current inspections for departmental weapons are entered into ETRS as required.

(2) Ensure all quarterly training is conducted and entered into ETRS as required.

The action items have been corrected as of this date. Should there be any additional questions,

feel free to contact me at (530) 233-2919.

M.P. Moriarity, Lieutenant

Commander

#### Memorandum

Date:

September 21, 2009

To:

Alturas Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Northern Division

File No.:

101.10044.17197.170

Subject:

HIGHWAY PATROL GUIDE (HPG) 22.1, AREA RESOURCES MANAGEMENT

GUIDE, CHAPTER 17, OFFICER SAFETY INSPECTION

Attached you will find a copy of the HPG 22.1, Chapter 17, Officer Safety Inspection, report prepared by Officer Ryan Ham, Northern Division Training Officer, on September 04, 2009. The inspection revealed deficiencies that require correction. These deficiencies are identified as Action Items. The action items should be corrected no later than October 21, 2009. Upon completion, Area is requested to prepare a memorandum to Northern Division certifying that the action items were corrected. Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at (530) 225-2715.

D. K. HAHN Assistant Chief

Attachments

Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 17 OFFICER SAFETY	Area	Division	Number
	Alturas	Northern	170
	Evaluated By Ofc. H	łam	Date 09/04/09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation ⊠Formal □Informal		Suspense Date	10/21/2009		
Follow-up Required	□ Correction Report	t			
⊠Yes □No	by	Commander's F		Date	
1. COMMAND INVOLVE	MENT	Evaluated 🖂	Action Required	Corrected	
Does the command achieve the lowest pos				⊠Yes	□No
(1) Does the comma including use of force	ander stress importanc e?	e of proper enforce	ment tactics,	⊠Yes	□No
(2) Does the safety	record of the comman	d reflect awareness	of proper tactics?	⊠Yes	□No
(3) Do the officers' CHP 100 forms and CHP 118s, Performance Appraisals, contain comments on officer safety?			⊠Yes	□No	
b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, use of force and the correct use of safety equipment?			⊠Yes	□No	
(1) Is this knowledge applied properly in criti- officers and sergeants?		ritiques of incidents	involving	⊠Yes	□No
(2) Do the captain a	nd lieutenants mainta	in minimum level of	enforcement skills	? ⊠Yes	□No
(a) Do they atten	d officer safety training	sessions?		⊠Yes	□No
(b) If they are no	involved in officer saf	ety, what are the re	asons?	⊠Yes	□No
2. TRAINING AND CER	RTIFICATION	Evaluated 🖂	Action Required 🖂	Corrected	
a. Do training records	indicate formal trainir	ng has been receive	ed and certified?	□Yes	⊠No
(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:					
(a) Searching te	chniques?			⊠Yes	□No
(b) Handcuffing?				⊠Yes	□No
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	(c) Use of safety equipment?	⊠Yes	□No
	(d) Suspect control?	⊠Yes	□No
	(e) High risk and felony stops?	⊠Yes	□No
	(f) Hostage control?	⊠Yes	□No
	(g) Prisoner transportation?	⊠Yes	□No
_	(h) Radio control head operation?	⊠Yes	□No
	(2) Is the command dedicating enough time toward training?	⊠Yes	□No
	(a) Do training records show current certifications for officers and sergeants?	□Yes	⊠No
	(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	⊠Yes	□No
	b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	⊠Yes	□No
	(1) Are well-handled incidents recorded for future training purposes?	⊠Yes	□No
	(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	⊠Yes	□No
-	(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	⊠Yes	□No
	(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	⊠Yes	□No
_	c. Is refresher training required prior to certification?	⊠Yes	□No
	(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	⊠Yes	□No
	(a) Is any pattern of training weakness apparent?	□Yes	⊠No
	(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	⊠Yes	□No
-	d. Does the command have an adequate number of instructors?	⊠Yes	□No
	(1) Is instructor proficiency maintained?	⊠Yes	□No
	(2) Has an individual been given responsibility for the program?	⊠Yes	□No
	(a) Does that individual ensure the quality and proficiency is maintained?	⊠Yes	□No
	(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	⊠Yes	□No
,,,,,	(4) What is the quality and quantity of the training being given? Training at the	Alturas	
	Area adheres to CHP policy. It is being conducted monthly and quarterly.		
-	(5) Have the supervisor and his/her alternate received proper training?	⊠Yes	□No

3. SAFETY EQUIPMENT	Evaluated 🖂	Action Required	Corrected	
<ul> <li>a. Is Oleoresin Capsicum (OC) spray (personnel, captain and below, while on-</li> </ul>		by all uniformed	⊠Yes	□No
(1) Is OC spray used when the need sheets when OC spray is utilized to s		ations made on book	ing ⊠Yes	□No
(2) When an officer is assaulted and noting the use/nonuse of OC spray o		the supervisors	⊠Yes	□No
(3) Are individuals who are exposed flushing the affected area with clear win			⊠Yes	□No
(a) Do Area patrol cars carry at lea	ast two 500 mil. bottle	s of saline solution?	⊠Yes	□No
(b) Are officers/sergeants familiar first-aid procedure?	with the decontamina	tion and	⊠Yes	□No
b. Are officers/sergeants familiar with t	he function of their du	ity holsters?	⊠Yes	□No
(1) Can officers/sergeants draw and looking at the holster, fasten the safe			⊠Yes	□No
(2) Can officers and sergeants draw, within one and a half seconds, using		heir weapons	⊠Yes	□No
(3) Is there personal confirmation by are unloaded prior to holster-related		it all weapons	⊠Yes	□No
c. Are officers/sergeants proficient in rand sitting position?	eloading their weapor	ns from a standing	⊠Yes	□No
d. Do officers/sergeants routinely prac	tice with their batons	?	⊠Yes	□No
(1) Do officers/sergeants carry their	batons on all enforce	ment stops?	⊠Yes	□No
(2) Can officers/sergeants successfu	ully demonstrate appr	oved baton technique	es? ⊠Yes	□No
e. Does the majority of uniformed pers	sonnel routinely wear	body armor?	⊠Yes	□No
(1) Have active steps been taken to of the protection afforded by soft body.	encourage nonusers dy armor? N/A	to take advantage	∐Yes	□No
(2) Were required reports submitted for any incidents where body armor penetrating type instrument? N/A			∐Yes	□No
(a) If so, did the involved officer re	eceive a complete ph	ysical examination?	□Yes	□No
<ul> <li>f. Are holsters, ammunition, magazine case and OC spray projectors inspected appraisal?</li> </ul>				□No
(1) Do CHP 311 forms indicate com	pliance?		⊠Yes	□No
(2) Were deficiencies corrected with	nin 30 days of the ins	pection?	⊠Yes	□No
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4. FIREARMS	Evaluated	Action Required	Corrected	
a. Quarterly review of policy on discharge of firearms complied with?			⊠Yes	□No
(1) Do officers thoroughly understand the policy?			⊠Yes	□No
(a) Do incidents involving firearms	(a) Do incidents involving firearms show proper understanding of the policy?			□No
b. Are shoots conducted as required by policy?			⊠Yes	□No
(1) Have steps been taken to correct training deficiencies?			⊠Yes	□No
(2) Are weapons training and maintenance records readily available? Current?			' ∐Yes	⊠No
(3) Do training records show qualification with all authorized weapons, ammunition types, day/night shoots, etc.?			⊠Yes	□No
c. Does the Area have a weapons train	ing officer?		⊠Yes	□No
(1) Has the officer completed training	for weapons training	officers?	⊠Yes	□No
(2) Does the officer supervise all shoo	ots?		⊠Yes	□No
(3) Is the officer well-organized in his	/her training?		⊠Yes	□No
(4) Is there a designated alternate to the weapons training officer?			⊠Yes	□No
(a) Has that officer received Academy training?			⊠Yes	□No
d. Are range facilities adequate for revolver, pistol, rifle, shotgun and night shoots?			s? ⊠Yes	□No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?			□Yes	□No
(a) Do plans follow instructions for range contract renegotiations?			□Yes	□No
(b) Have future range needs been considered?			□Yes	□No
e. Is an effective inventory process for shotguns, rifles and ammunition in place?			' ⊠Yes	□No
(1) Have shotguns been inventoried as required?			⊠Yes	□No
(a) Are all shotguns accounted for?			⊠Yes	□No
(b) Is maintenance/cleaning done as required?			⊠Yes	□No
(c) Are shotguns fired annually to ensure operable condition?			⊠Yes	□No
(2) Have tactical rifles been inventoried as required?			⊠Yes	□No
(a) Are all tactical rifles accounted	for?		⊠Yes	□No
(b) Is maintenance/cleaning done as required?			⊠Yes	∐No
(c) Is ammunition only issued at th	ne range?		⊠Yes	□No
(d) Is there adequate storage whe by on-duty officers?	n the weapons are n	ot being carried	⊠Yes	□No
(e) Is there an effective method fo	r daily assignment ar	nd control?	⊠Yes	□No
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(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	⊠Yes	□No
(a) Beginning inventory determined?	⊠Yes	□No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	⊠Yes	□No
(c) Has the total rounds issued per ammunition records been determined?	⊠Yes	□No
(d) Has a physical inventory of ammunition been taken?	⊠Yes	□No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	⊠Yes	□No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	⊠Yes	□No
(g) Has the mathematical accuracy of the inventory records been tested?	⊠Yes	□No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	⊠Yes	□No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	⊠Yes	□No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	⊠Yes	□No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	⊠Yes	□No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	⊠Yes	□No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	⊠Yes	□No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	⊠Yes	□No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	⊠Yes	□No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	⊠Yes	□No
(5) Are records kept undated as training takes place?	⊠Yes	□No
(6) Is training recorded on the employee's CHP 270?	⊠Yes	□No
(7) Is required information recorded in accordance with established guidelines and instructions?	⊠Yes	□No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	⊠Yes	□No

h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?				□No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?			⊠Yes	□No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?			⊠Yes	□No
<ul><li>i. If Area has a resident post (RP), what training of RP officers?</li></ul>	t procedures are used	d to ensure weapons	□Yes	□No
(1) If RP handles ammunition, are pr	oper accountability p	rocedures in place?	□Yes	□No
j. Are required inspections conducted in	n conjunction with the	annual 118?	⊠Yes	□No
(1) Is a second inspection of the prin	nary firearm conducte	d every six months?	⊠Yes	□No
5. PHYSICAL METHODS OF ARREST	Evaluated	Action Required	Corrected	
a. Do officers practice weaponless defe	ense?	8	⊠Yes	□No
(1) Are officers familiar with the oppo	nent's five weakest p	oints?	⊠Yes	□No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?			⊠Yes	□No
b. Were demonstrations of the following control techniques by officers observed:				
(1) Control holds?			⊠Yes	□No
(2) Punches?		⊠Yes	□No	
(3) Strikes?			⊠Yes	□No
(4) Blocks?			⊠Yes	□No
(5) Defensive kicks?			⊠Yes	□No
(6) Defenses against grabs?		⊠Yes	□No	
(7) Defenses against weapons?			⊠Yes	□No
(8) Ground defense and takedowns?			⊠Yes	□No
(9) Placing and removing suspects into and from vehicles?			⊠Yes	□No
(10) Carotid hold? Note: The use of the Carotid hold is currently suspended.		i. ∐Yes	□No	
(a) Are officers following guidelines for the carotid hold as listed in policy?		□Yes	□No	
(b) Has use of excessive force awareness training been conducted?		⊠Yes	□No	
c. Were observations of practical handcuffing techniques made?		⊠Yes	□No	
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?		⊠Yes	□No	
(2) Are all uniformed personnel knowledgeable of policy on handcuffing?			⊠Yes	□No
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d. Are all persons subjected to physical arrest searched for offensive weapons?			⊠Yes	□No
(1) Has the local jail's experience with CHP arrests been reviewed?			⊠Yes	□No
(2) Has a demonstration of preliminary	(2) Has a demonstration of preliminary frisks and searches been observed?			□No
(3) Do all officers know policy for sear	ches of the opposite	sex?	⊠Yes	□No
6. ENFORCEMENT TACTICS	Evaluated	Action Required	Corrected	
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five levels of an enforcement stop?			⊠Yes	□No
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?			⊠Yes	□No
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?			∐Yes	□No
(a) Is the violator stop effectively m	ade?		□Yes	□No
(b) Is the violator completely control	lled?		∐Yes	□No
(c) Is the prisoner properly prepared for transportation?			□Yes	□No
c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations?			⊠Yes	□No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?			⊠Yes	□No
(2) Are officers aware of the need to maintain fire discipline at all times?			⊠Yes	□No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required and render necessary medical aid?			⊠Yes	□No
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?			⊠Yes	□No
7. PURSUITS	Evaluated	Action Required	Corrected	
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?			⊠Yes	□No
(1) Number of units?			⊠Yes	□No
(2) When to discontinue?			⊠Yes	□No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?			⊠Yes	□No
(a) Where noncompliance is indicated, were corrective actions taken?			⊠Yes	□No
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?			⊠Yes	□No
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(1) Are any written agreements on file?			⊠Yes	□No
(2) Is Division involved in the planning process?			⊠Yes	□No
(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command?			⊠Yes	□No
8. FORCIBLE STOPS	Evaluated	Action Required	Corrected	
a. Are Area personnel knowledgeable r	egarding the policy o	n forcible stops?	⊠Yes	□No
(1) Does the Area follow departmenta	l policy?		⊠Yes	□No
(2) Have forcible stop reports been re	viewed for compliand	ce with policy?	⊠Yes	□No
(a) If forcible stop policy has not be action been taken or training condu		s corrective	□Yes	□No
9. ROADBLOCKS	Evaluated	Action Required	Corrected	
A. Has the Area worked with allied ager roadblocks and deployment of the hollogen.		s for establishing	⊠Yes	□No
(1) Are strategic points and personnel assignments outlined?			⊠Yes	□No
(2) Have the officers received instructions on establishing roadblocks?			⊠Yes	□No
(3) Have interagency training session	s been conducted?		□Yes	⊠No
10. RADIO FAMILIARIZATION	Evaluated	Action Required	Corrected	
a. Are officers familiar with all aspects of the radio control head?			⊠Yes	□No
b. Can officers demonstrate how to change the radio from their home Area to another Area/Division?				□No
c. Can officers efficiently operate all emergency equipment from the radio head?			' ⊠Yes	□No
11. COMMENTS Section 6 b (1) a, b, and c are observed on sergeant ride-a-longs. This section was not actually observed during this inspection.				
Section 4 i (1) does not apply. The Alturas Area does not have a resident post.				
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#### 1. COMMAND INVOLVEMENT

Through a discussion with Officer Schmidt, it was determined that the Alturas Area has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains a couple of recommendations to enhance the quality of these programs.

#### 2. TRAINING AND CERTIFICATIONS

Officer Schmidt is the Area's Training Officer and is responsible for overseeing the Area's training program. He is responsible for entering all of the training into the Employee Training Records System (ETRS). Area CHP 270, Service Record, records were reviewed in ETRS. All monthly range shoots had been entered into ETRS. It was determined that not all quarterly training had been entered into ETRS as required.

## 3. SAFETY EQUIPMENT

The two uniformed personnel who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, Officer Safety Manual.

Two Area patrol vehicles were checked and found to be clean and organized. CHP 33, *Driver's Equipment Check*, books were present for both vehicles and contained up-to-date information. Both vehicles contained shotguns and rifles that were well maintained and stored in the vehicle properly. Both vehicles contained the proper amount of current saline within the trunks.

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#### 4. FIREARMS

Area weapons are being inspected as required by HPM 70.8, *Firearms Manual*. A review of the weapons inspection records within ETRS was conducted. It was determined that the inspections for the departmental weapons were current but had not been entered into ETRS. An inventory of ammunition was conducted and revealed the Alturas Area's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8.

## 5. PHYSICAL METHODS OF ARREST

Officer Schmidt, #13771, and Officer Britton, #10541, were critiqued regarding. PMA and side-handle baton techniques. Each officer satisfactorily performed all the tasks on the CHP 199, Officer Safety Certification.

#### 6. SUMMARY

Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training. ALTURAS AREA CHAPTER 17, OFFICER SAFETY INSPECTION SEPTEMBER 04, 2009 PAGE THREE

#### **ACTION ITEMS**

By addressing the following action items, the Alturas Area will meet the guidelines of this Chapter 17 Inspection:

- 1. Ensure that all current inspections for departmental weapons are entered into ETRS as required.
- 2. Ensure that all quarterly training is conducted and entered into ETRS as required.

The **ACTION ITEMS** should be completed by October 21, 2009. Upon completion, Area is requested to prepare a memorandum to Northern Division certifying that the Action Items listed above have been corrected.

RYAN HAM, Officer

Northern Division Training Officer